



# City of San Antonio

## Agenda Memorandum

**File Number:**18-3998

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**Agenda Item Number:** 10.

**Agenda Date:** 8/2/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

8/2/2018 Annuals

### **SUMMARY:**

An ordinance awarding four contracts to provide the City with commodities and services on an annual basis for the term of the contracts, for an estimated annual cost of \$1,330,000.00. This ordinance provides the procurement of the following items, as needed, and dependent on the Department's available budget, for the term of the contracts:

A. James Lawnmower, DeWinne Equipment Co., and John H. Sorola, Inc. for Lawn Equipment Parts & Service, \$114,000.00 annually (3 contracts, Citywide)

B. Gear Cleaning Solutions, LLC for Inspection, Cleaning, Alteration & Repair Services for Bunker Gear, \$1,216,000.00 annually (1 contract, San Antonio Fire Department)

### **BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

### **Contracts procured on the basis of low bid:**

A. James Lawnmower, DeWinne Equipment Co., and John H. Sorola, Inc. for Lawn Equipment Parts & Service, \$114,000.00 annually, upon award through December 31, 2021, with two, one year renewal options - will provide parts and repair services for grounds maintenance equipment for the Parks and Recreation, Development Services, Solid Waste Management, Downtown Operations, Transportation and Capital Improvements, Fire and Aviation departments.

**Public Health of Safety Exemption:**

B. Gear Cleaning Solutions, LLC for Inspection, Cleaning, Alteration & Repair Services for Bunker Gear, \$1,216,000.00 annually, upon award through August 31, 2021 with two, one year renewal options - will provide cleaning, inspection, alterations, and repair of firefighter bunker gear that is used to protect firefighters when entering a burning structures. The State Commission on Fire Protection requires that the City to provide personal protective clothing to all firefighters, and this contract will also ensure compliance with National Fire Protection Association (NFPA) standards.

**ISSUE:**

This contract represents a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

**A. Lawn Equipment Parts & Service -**

The recommended awards are to the lowest responsive bidders, who are also local businesses. Therefore, application of the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

**B. Inspection, Cleaning, Alteration & Repair Services for Bunker Gear -**

The recommended award is to the lowest responsive offeror, who is also a local business. Therefore, application of the Local Preference Program was not applied.

The Veteran-Owned Business Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

**ALTERNATIVES:**

A. Lawn Equipment Parts & Service - Should these contracts not be approved, increased cost could be incurred by the departments for the procurement of small equipment parts and repairs from non-annual contract sources. Replacement equipment would have to be purchased or rented if small equipment repairs could not be

performed.

B. Inspection, Cleaning, Alteration & Repair Services for Bunker Gear - Should this contract not be approved, the current and new firefighter protective personal bunker gear could be out of compliance with the National Fire Protection Association Standards (NFPA) 1851 rule.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Purchases made by the Department are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends the acceptance of these four contracts submitted through this ordinance to provide the City with specified services on an annual contract basis. These annual contracts are critical to the City's daily operations.

These contracts were procured on the basis of low bid and public health or safety exemption, and Contract Disclosure Forms are not required.